

7-23-1966

Meeting Minutes

WKU Council of Academic Deans

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

December 15, 1966

Office of the Dean
Potter College of Liberal Arts

MEMORANDUM TO: Dr. Raymond L. Cravens

SUBJECT: Notes Taken at Deans' Meeting, July 23, 1966,
Regarding Teaching Loads: Undergraduate,
Undergraduate-Graduate, and Graduate

We discussed teaching loads of those persons who teach a combination of undergraduate-graduate courses and came up with this suggestion:

- (a) one who teaches one or two graduate courses should have his load reduced by one course per year (or 3 - 4 s.h.);
- (b) one who teaches three or four graduate courses should have his load reduced by one course per semester (or 6 - 8 s.h.);
- (c) one who teaches a full load of graduate courses would teach 9 s.h. each semester.

I drew up this chart to illustrate the teaching load:

NATURE OF TEACHING LOAD:	HOURS LOAD (s.h.)	COURSES LOAD (based on 3 s.h.- courses)
Undergraduate and or Graduate		

All undergraduate .. 27 s.h. 9 courses (3 s.h. each)

1-2 Graduate classes } 24 s.h. 8 courses (3 s.h. each)
7-6 Undergr. classes }

3-4 Graduate classes } 21 s.h. 7 courses (3 s.h. each)
4-3 Undergr. classes }

6 Graduate classes 18 s.h. 6 courses (3 s.h. each)

DISTRIBUTION BY SEMESTERS OF TEACHING LOAD:

27 s.h.: 15-12, 12-15, etc.
24 s.h.: 12-12, 15-9, etc.
21 s.h.: 9-12, 12-9, etc.
18 s.h.: 9-9 usually

Paul G. Hatcher